



JOB DESCRIPTION:
***WACC Assistant
Sports League Director***

Responsible to: Pastor of Sports Ministry

Status: Part Time, Hourly

General Position Overview: The WACC Assistant Sports League Director will work alongside the Pastor of Sports Ministry and Sports League Admin to ensure effective coordination of league management, activities, and schedules. Operating under our vision of bringing the local community into a relationship with God through Sports and Recreation and continued growth through fellowship at WACC, this position plays an integral role in support of the Sports Ministry, its volunteers, and participants.

Ministry Responsibilities:

- Schedule all League games and practices and assist in planning clinics, coaches and referee meetings.
- Train and manage referees, coaches and scorekeepers to effectively run league.
- Order uniforms & distribute them along with all practice equipment.
- Schedule out every weekend (refs, scorekeepers, director on duty, set up/tear down crew) through Planning Center.
- Assist with filling all volunteer slots, coaches, and scorekeepers to effectively run the league.
- Schedule, coordinate, and be present for Ratings days/evenings.
- Send weekly info emails to coaches, team parents and volunteers
- Input game scores and standings into SportsEngine weekly during season.
- Assist in planning league award ceremonies and in-season fundraisers (Kick-A-Thon and Shoot-A-Thon) and Team photo day.
- Inventory / Order / Set Up / Tear Down equipment for each season.
- Meet with Youth Hoops and Youth Kicks committees before and after each season to go over rule books, protocols and needed changes.
- Office responsibilities – work with pastor and admin to write coach’s materials, Sports curriculum, and prepare materials for meetings.
- Assist in directing leagues and act as lead when Sports Pastor is not present.
- Other duties as requested.



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Qualifications:

- Strong personal relationship with Jesus Christ as evidenced by spiritual maturity and a close daily walk with Him, including a vision for the area of your ministry consistent with our mission statement.
- Be committed to the theological stance of the WACC.
- Ability to effectively interact with staff regarding areas of responsibility.
- Understand sports (athletics) and what people are looking for from them, as well as what people can learn from team sports.
- Good personal communicator.

Working Church Staff and Volunteer Relationships:

- Report directly to the Pastor of Sports Ministry.
- Participate in departmental meetings with volunteers and/or support staff as directed by the Pastor of Sports Ministry.
- Participate in Senior Pastor designated “all-in” church wide events (i.e.: Easter, Christmas, Serve, VBS).
- Be informed of and function within the guidelines outlined in the WACC Employee Handbook.
- Be actively involved in WACC church life (i.e.: attend Sunday services, participate in a Grow group, and/or volunteer in its ministries).

Benefits and Compensation:

- Compensation and benefits will be reconsidered each year by the Salary Review Team.
- Insurance coverage, retirement, vacation, medical and other benefits are described and detailed in the WACC Employee Handbook.
- This part time paid position is 16 hours per week with up to 24 hrs per week in season.